

RESOLUTION 18 - 96


WHEREAS, is it necessary for department heads to get prior approve before destroying County property, records and documents,

WHEREAS, department heads must first apply to the State of Illinois first and properly receive approval of destroying certain records and documents; and

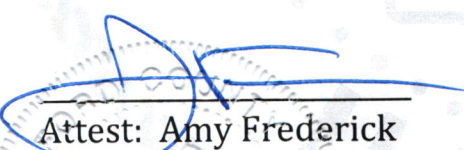
BE IT RESOLVED, that the Ford County Sheriff's Office successfully sought approval from the State of Illinois on August 31, 2018 to properly destroy certain records and documents; and

THEREFORE BE IT NOW RESOLVED, that the Ford County Sheriff's Office sought approval from the Ford County Finance Committee and the Ford County Board.

November 12, 2018



Randy Berger, Chairman



Attest: Amy Frederick
County Clerk & Recorder



August 31, 2018

Ms. Kathleen McCabe
Ford County Sheriff's Office
235 N. American Street
Paxton, IL 60957

Dear Ms. McCabe,

Your Records Disposal Certificate for Application 91:121 is approved as amended.

- Application Item #3 "Alarm" - The inclusive dates and volume were omitted on the Records Disposal Certificate. This item is marked out and stamped as "NOT approved".
- Application Item #11 "Daily Bond Logs" - The inclusive date listed as "2010-2016" was changed to "2010-2015" to comply with the required two (2) year retention schedule on your application.
- Application Item #43 "Crash Reports" with inclusive date listed as "2006-2012" has been changed to "2006-2010" to comply with the required seven (7) year retention schedule on your application.
- Application Item #44 "Traffic Tickets" with inclusive date listed as "2008-2016" has been changed to "2008-2015" to comply with the required two (2) year retention schedule on your application.

Enclosed you will find your approved certificate, a blank certificate (new form), a copy of your application's relevant pages and a computing retention guide to help you with resubmitting a disposal to me for these four items.

Kind regards,

Carol J. Moore

Illinois State Archives
Records Management Division
(217) 782-7076

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 91:121

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

RECEIVED

JUL 03 2018

COUNTY: Ford County

FROM: Ford Co. Sheriff's Office

ADDRESS: 235 N. American St
Street, P.O. Box
Paxton, IL 60957

TELEPHONE: (217) 379 9479

CONTACT: Kay McCabe Deputy Clerk

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

LOG REC. COMM.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
3	alarm Item Not Approved		
4	employee applications(non solicited) ✓	2010-2016	1
5	cancelled checks and statements ✓	2010	1/2
6	receipts & audit paperwork ✓	2006-2015	1/2
8	village contracts ✓	2009-2014	1/2
11	daily bond logs ✓	2010- 2016 2015	1/2
32	payroll printouts ✓	2013-2015	1
33	phone in complaints ✓	2008-2011	1
36	treasurers reports ✓	2008	1/2
42	tow reports ✓	2006-2011	1/2
43	crash reports ✓	2006-2012 2010	1/2
44	traffic tickets ✓	2008- 2016 2015	1
49	warning tickets ✓	2008-2016	1/2
DISPOSITION APPROVED			

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that, in compliance with authorization received from the Local Records Commission, the records listed above will be disposed of on or after

Signature: Kathleen McCabe Date: 6-23-18
Print Name and Title on line above: Kathleen McCabe Deputy Clerk

(Signature required only if records have been microfilmed or digitized)

Prepared by: _____

State of Illinois
Local Records Commission
Archives Building
Springfield, Illinois 62756
217/782-7075

Application No. 91:121

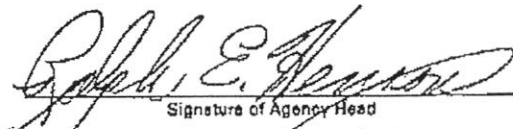
**APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS**

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RM/M RM-2

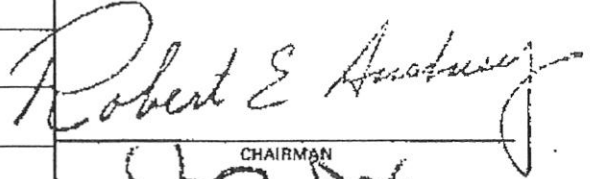
COUNTY FORD CITY Paxton, IL 60957
AGENCY County Sheriff's Department
ADDRESS P. O. Box 112, 259 West State Street
PHONE 217 137912711

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm copies will be made in accordance with standards of the Local Records Commission and will be adequate substitutes for the original records.


Signature of Agency Head
Ralph E. Henson, Sheriff

4-15-91
Date

LOCAL RECORDS COMMISSION APPROVAL


CHAIRMAN


DIRECTOR, STATE ARCHIVES

MAY 7 1991
DATE

ITEM NO. DESCRIPTION OF RECORD SERIES

Records listed on this application may be disposed of:

- after their individual retention period is complete,
- providing any local, state, and federal audit requirements have been met,
- as long as they are not needed for any litigation either pending or anticipated,
- if they are correctly listed on a Records Disposal Certificate submitted to and approved by the appropriate Local Records Commission.

Any record on this application may be microfilmed and the record disposed of if the record is microfilmed in accordance with the standards of the Local Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on the Records Disposal Certificate.

This application supersedes application 82:465.

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDSAPPLICATION NO. 91:121
Page 2 of 16 Pages.

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
1.	<p><u>APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date and number</p> <p>Recommendation: Retain permanently.</p>
2.	<p><u>ADMINISTRATIVE FILES</u></p> <p>Dates: 1978- Volume: 24 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetical by subject, Chronological by date</p> <p>This record series includes general correspondence with other law enforcement agencies, professional organizations, citizens, vendors, and correspondence or prior sheriffs. Also included in this series are copies of police reports, general subject files, and departmental memos.</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
3.	<p><u>ALARM CONTRACT (DUPLICATE; RENEWED YEARLY)</u></p> <p>Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date</p> <p>Recommendation: Retain for one (1) year following expiration, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDSAPPLICATION NO. 91-121

(CONTINUATION SHEET)

Page 5 of 16 Pages.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
9.	<p>Recommendation: Retain reports/case files for which there are no Statutes of Limitations (first-degree murder, second-degree murder, involuntary manslaughter, reckless homicide, treason, and forgery) and reports/case files on thefts involving breach of a fiduciary obligation where the aggrieved party has been declared to have a legal disability for eighty (80) years, then dispose of.</p> <p>Retain reports/case files where the aggrieved party is a minor for which extended limitations for prosecution apply under Section 3-6 (2) c, d, and e of the "Illinois Criminal Code" for twenty-two (22) years, then dispose of.</p> <p>(SEE ATTACHED FOR EXTENDED LIMITATIONS)</p>
10.	<p><u>COUNTY POPULATION REPORT (DETENTION CENTER)</u></p> <p>Dates: 1978- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by date</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
11.	<p><u>DAILY BOND AND TICKET LOG</u></p> <p>Dates: 1982- Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by date</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDSAPPLICATION NO. 91:121

(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES
43.	<u>TRAFFIC ACCIDENT REPORTS</u> Dates: 1978- Volume: 3 Cu. Ft. Annual Accumulation: $\frac{1}{4}$ Cu. Ft. Arrangement: Chronological by date and number Recommendation: Retain for seven (7) years, then dispose of.
44.	<u>TRAFFIC TICKETS</u> Dates: 1978- Volume: 7 Cu. Ft. Annual Accumulation: $\frac{1}{4}$ Cu. Ft. Arrangement: Chronological by date Recommendation: Retain for two (2) years after final court disposition, then dispose of.
45.	<u>WORK SCHEDULE OF OFFICERS</u> Dates: 1982- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month Recommendation: Retain for seven (7) years, then dispose of.
46.	<u>VACATION AND PERSONNEL LEAVE DAY REQUEST SHEET</u> Dates: 1982- Volume: 2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by date Recommendation: Retain for two (2) years, then dispose of.

Computing Retention Periods For Local Records Disposal Certificates

In accordance with the Illinois Administrative Code,
please submit a Local Records Disposal Certificate. You may dispose of the records once you have received
an approved copy back from the Local Records Unit.

In 2018 You May Submit A Disposal Certificate To Dispose of Records Listed on Your Application For
Authority to Dispose of Local Records
For The Following Calendar Years.

If The Retention Period Is:	Note	Latest Date of Records
1 Year	You May Dispose of Records Dated December 2016 or earlier	2016
2 Years	You May Dispose of Records Dated December 2015 or earlier	2015
3 Years	You May Dispose of Records Dated December 2014 or earlier	2014
4 Years	You May Dispose of Records Dated December 2013 or earlier	2013
5 Years	You May Dispose of Records Dated December 2012 or earlier	2012
6 Years	You May Dispose of Records Dated December 2011 or earlier	2011
7 Years	You May Dispose of Records Dated December 2010 or earlier	2010
8 Years	You May Dispose of Records Dated December 2009 or earlier	2009
9 Years	You May Dispose of Records Dated December 2008 or earlier	2008
10 Years	You May Dispose of Records Dated December 2007 or earlier	2007
11 Years	You May Dispose of Records Dated December 2006 or earlier	2006
12 Years	You May Dispose of Records Dated December 2005 or earlier	2005
13 Years	You May Dispose of Records Dated December 2004 or earlier	2004
14 Years	You May Dispose of Records Dated December 2003 or earlier	2003
15 Years	You May Dispose of Records Dated December 2002 or earlier	2002
60 Years	Student Permanent Records: Year Student Graduated, Withdrew from District, or Transferred	1957

The above are sample retention periods, your application may contain retention periods longer than 15 years which
you may compute accordingly.

Computing Cubic Feet:

1 Full Letter Size Drawer = 1.5 Cu. Ft.

1 Full Legal Size Drawer = 2.0 Cu. Ft.

1 Full Lateral File Size Drawer or

Banker Box = 2.5 Cu. Ft.

If you just have a few files folders (less than .25 Cu. Ft. just enter Negligible as the cubic feet to be dispose of.

A box about the size, copy paper is received in is around 1 Cu. Ft.

Approximately 2500 sheets of paper are contained in 1 Cu. Ft.

To determine the size of an electronic file, right click on the file name and then left click on properties to determine the
KB, MB, GB, or TB

If you need assistance please call (217)782-1080